



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CHAPLAIN CENTER AND SCHOOL
10100 LEE ROAD
FORT JACKSON, SOUTH CAROLINA 29207-7090

ATSC-TD-CHBOLC

9 December 2014

MEMORANDUM FOR Incoming Chaplain Basic Officer Leader Course (CH-BOLC) Students

SUBJECT: Important Information for Course Attendance

1. Welcome to the United States Army Chaplain Center and School Chaplain Basic Officer Leader Course (CH-BOLC). Thank you for volunteering to serve our Country, your faith community and our service men and women in all components of the Army. Please read the following information very carefully.
2. **Directed Lodging and Meals.** CH-BOLC students are subject to Institutional Training Directed Lodging and Meals (ITDLM) guidelines. This means students will NOT pay for lodging and meals during training days. You will pay for meals on weekends and holidays and receive reimbursement for these expenses at a rate of \$51 per day, to be claimed after completion of travel. Meal cards will be issued during In-Processing. You will dine at a designated dining facility during the week (M-F).
3. **Student Blackboard.** CH-BOLC uses an online learning management system for the delivery of some content during the course. The USACHCS site for this delivery is the University of Military Ministry (UMILMIN) located at <https://umm.ellc.learn.army.mil/>. You will require a valid Army Knowledge Online account to access the UMILMIN. An AKO account can be established at <https://www.us.army.mil/>. You may or may not receive access to the UMILMIN prior to your arrival. If you do not, your access will be addressed during in-processing.
4. **Lodging.** On Post Lodging is privatized under the Intercontinental Hotel Group (IHG). You will report to IHG/Welcome Center (formerly Ft. Jackson Inn) located at 7550 Benning Road, Columbia, South Carolina. The Front Desk will have a list of CH-BOLC CIMT students, and will inform you of which building/room you will be assigned. Do NOT call lodging to make reservations. IHG must be notified of any cancellations 8 days prior to your scheduled arrival to avoid being assessed a penalty fee.
5. **BAH.** For those applying for housing allowance (BAH) - If you are married, bring a copy of your state issued Marriage Certificate (NOT a church copy). If you are single and will request housing allowance, you must bring a copy of your

current lease or mortgage. If you're not sure if either of these apply to you contact the Officer Student Services Program Manager for clarification.

6. In processing. You will be given a date and time for in-processing when you have been identified for course attendance. Please ensure you are at the right location and on time for all in-processing activities. It is critical you read and follow the checklists we provide and bring a copy of each required form. Take time to thoroughly read any provided information in advance. If you are married or have children please have original and/or certified true copies of marriage licenses and birth certificates readily available during in-processing. Report wearing business casual civilian attire or your clerical attire.

7. Army Physical Fitness and height/weight standards. Students are reminded to report to CH-BOLC meeting Army height/weight standards and able to fully participate in physical fitness training. All students will weigh-in upon arrival. All students must pass a record APFT prior to graduation. In accordance with AR 350-1, "Officers will meet body composition standards in accordance with AR 600-9 and will pass a record APFT prior to graduating from the BOLC B course. Any active Army officer who does not meet body composition standards per AR 600-9 and pass the APFT prior to graduation will remain at the training institution until they have met the requirements, or are processed for elimination subject to the requirements and procedures of AR 600 8-24. Any USAR or ARNG officer who does not meet the height and weight standards per AR 600-9 and pass the APFT prior to graduation will be withdrawn from the course and returned to their parent unit for disposition. USAR and ARNG officers will not be allowed to apply for constructive credit once they return to their units. The only recourse will be to return to their branch BOLC-B, repeat the entire course and meet the graduation standards, or be processed for elimination from the Army." Also, students with a temporary profile obtained before arriving at CH-BOLC may not attend training. I urge you to arrive prepared to meet height/weight standards and pass the record APFT.

8. Student will be contacted with additional information upon enrollment. In the interim, you may submit questions about this course to the USACHCS Registrar at usarmy.jackson.usachcs.mbx.registrar@mail.mil.

/s/

WILLIE MASHACK
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CH-BOLC Course Manager